

**BY ORDER OF THE COMMANDER  
AIR FORCE SPECIAL OPERATIONS  
COMMAND**

**AIR FORCE SPECIAL OPERATIONS  
COMMAND INSTRUCTION 10-601**

**28 AUGUST 2014**



***Operations***

**AFSOC OPERATIONAL CAPABILITY  
REQUIREMENTS DEVELOPMENT AND  
SERVICE REQUIREMENTS PROCESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 10-6, *Capabilities-Based Planning and Requirements Development*, Air Force Instruction (AFI) 10-601, *Operational Capabilities Requirements Development*, and United States Special Operations Command (USSOCOM) Directive 71-4, *Special Operations Forces Capabilities Integration and Development System (SOFCIDS)*. This instruction defines the roles and responsibilities of Air Force Special Operations Command (AFSOC) organizations as they pertain to Air Force (AF) and Special Operations Forces (SOF) Capabilities Based Requirements. This instruction applies to all AFSOC personnel who develop, review, approve, manage, or use documents in the AF Operational Capability Requirements Development Process or the SOFCIDS process. It also outlines responsibilities and procedures for reviewing other major commands (MAJCOMs), services, and agencies capabilities based operational requirements documents and identifying resulting AFSOC capability gaps/shortfalls, and requirements. This guidance applies to HQ AFSOC staff organizations and other AFSOC units. It describes the process by which capabilities and/or requirements are vetted through the AFSOC Requirements Board/Council. This instruction applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). If there is any conflicting guidance between this AFI and Department of Defense (DOD) 5000 series or Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3170.01, the DOD or Chairman of the Joint Chiefs of Staff (CJCS) guidance shall take precedence. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records

Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may not be supplemented or further implemented/extended. Requests for waivers must be submitted to the OPR listed above for consideration and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Waiver authority information is found in AFI 33-360, Table 1.1.

## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. The AFSOCI incorporates changes necessary to align with recent updates to AFI 10-601, USSOCOM Directive 71-4, DOD 5000 series, and CJCSI 3170.01, *Joint Capabilities Integration and Development System (JCIDS)* and the accompanying Joint Staff (JS)/J8 JCIDS Manual, and implements requirements guidance developed as a result of Air Force acquisition improvement events. Summary of major changes include: changes made in Guidance Memorandum to AFI 10-601, dated 15 Mar 12; changes to AF Modification Management, and expanded scope of the document staffing and Urgent Operational Needs (UON), Joint Urgent Operational Needs (JUON), and Joint Emergent Operational Needs (JEON) processes. Additional language was added to reflect changes in CJCSI 3170.01 and the JCIDS Manual to include changes in JCIDS Documents; changes in policy for Joint Staff endorsements and certifications; and changes for the Analysis of Alternatives (AoA) review process. Additionally, this instruction has incorporated the new Service Requirement (SR) contract processes and associated guidance in the form of business rules (see Attachment 2).

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**1. AFSOC Requirements Process.** This instruction provides guidance on developing new acquisition programs to resolve deficiencies and also includes guidance for the AFSOC SR process. This instruction also identifies several process exceptions to include the following: Modification Management, Military Construction (MILCON), vehicles, and the communication and information systems (IS). AFSOC organizations shall first try to satisfy capability gaps/shortfalls through non-materiel solutions, such as Doctrine, Organization, Training, materiel, Leadership and Education, Personnel, Facilities, and Policy (DOTmLPP-P) changes. Capability based planning, top down directed initiatives, urgent/emergent and compelling needs, science and technology (S&T), and lessons learned are the most common methods of identifying deficiencies. If the capability gap cannot be mitigated through a non-materiel solution, then the gap requires a materiel solution. Listed below are some of the more common sources of requirements documents:

#### **1.1. Sources of Requirements Documents.**

**1.1.1. Capabilities-Based Planning.** Capabilities-based planning is the process of forecasting under uncertainty to provide capabilities that address warfighter effects and operational environments. The AF uses a Service-wide capabilities-based planning process where Core Function Lead Integrators (CFLI) develop their respective Core Function Master Plans (CFMPs) based on AF strategic guidance, operational expertise and analysis. The CFLIs then prioritize the individual capabilities within their own CFMPs based on risk and fiscal projections through the planning period. Through CFLI planning, capability shortfalls, capability gaps, and DOTmLPP-P analysis, opportunities are identified as potential inputs into the JCIDS process. CFLI assessments are also used to guide capabilities-based assessments (CBA). (AFI 10-601, paragraph 1.3.4.1.)

**1.1.2. Capabilities-Based Assessment (CBA).** The CBA forms the analytical basis for operational capability requirements development and is an integral part of the capabilities-based planning process. In most situations, the CBA is the first step in the requirements process. The CBA defines the capability required and any capability gaps/shortfalls identified during the assessment. Additional details on the CBA are provided in AFI 10-601, Chapter 4.

**1.1.3. Top-Down Direction.** Higher authority may direct a sponsor to initiate the development and fielding of an operational system to meet warfighter needs. Written direction from the Chief of Staff of the Air Force (CSAF) or higher authority fulfills the AFRD 10-6, *Capability Requirements Development*, requirement for identifying a capability need. However, the designated sponsor is still responsible for conducting the appropriate supporting analysis and producing the necessary operational capability requirements documents to support development and/or fielding and sustainment of an operational system. (AFI 10-601, paragraph 1.3.4.3.)

#### **1.1.4. Urgent/Emergent and Compelling Needs.**

**1.1.4.1.** USSOCOM utilizes the SOFCIDS-Urgent process to address urgent and compelling warfighter needs. The SOFCIDS-Urgent process uses the Combat Mission Needs Statements (CMNS) which addresses urgent and compelling Special Operations-Peculiar (SO-P) capability gaps. SOFCIDS-Urgent is not an unfunded

requirement request or means of circumventing the SOFCIDS Deliberate process. Detailed information for the USSOCOM SOFCIDS-Urgent process is found in USSOCOM Directive 71-4, Appendix C.

1.1.4.2. The Air Force utilizes UONs/JUONs/JEONs to address urgent/emergent and compelling warfighter needs. Detailed information for the UONs/JUONs/JEONs process is found in AFI 10-601, Chapter 7.

**1.1.5. Science & Technology (S&T) Activities.** Science and technological advancements and breakthroughs play a crucial role in providing warfighters with superior operational systems. Examples of programs and processes used to demonstrate, mature, and transition technologies include: Advanced Technology Demonstrations (ATDs), Joint Capability Technology Demonstrations (JCTDs), Flagship Capability Concepts (FCCs), experiments, operational exercises, war games, DOD and Air Force research efforts, and commercial sources identified within the Defense Science and Technology Program. Evaluation of the results of such activities may lead to a sponsor developing an appropriate operational capability requirements document to facilitate transition of mature and affordable technologies. For additional information on S&T activities refer to AFI 61-101, *Management of Science and Technology*. (AFI 10-601, paragraph 1.3.4.5.)

**1.1.6. Lessons Learned.** A key method to achieve transformation of the Joint force is by producing compelling recommendations based on direct observations and sound analysis of current Joint operations, exercises and experiments. These recommendations (lessons) are derived from the full range of Joint activities and operations collected at the strategic, operational, and tactical level. Lessons assist senior leaders in making changes to DOTmLPF-P capabilities and guide associated programming, budgeting, and resourcing activities. To improve Joint capabilities and readiness, commanders may submit analytical observations directly to the Joint Lessons Learned Program (JLLP) through the Joint Lessons Learned Information System database, as described in CJCSI 3150.25, *Joint Lessons Learned Program*, and/or to the Air Force Lessons Learned Program (AFL2P), as described in AFI 90-1601, *Air Force Lessons Learned Program*, or USSOCOM Directive 11-3, *Special Operations Forces Lessons Learned Program*. (AFI 10-601, paragraph 1.3.4.6.)

**1.1.7. Participation in Other Organizations Capability Development Processes.** Other organizations' DOTmLPF-P based corrective actions may resolve capability gaps identified by the AFSOC Strategic Planning Process (SPP). The review of other AF MAJCOM, USSOCOM Component, and other services or agencies capability documents provides a primary entry point for AFSOC participation in other organizations' capability development process. AFSOC is a member of the Air Force Requirements Oversight Council (AFROC) and Special Operations Command Requirements Evaluation Board (SOCREB).

**1.2. Capabilities Development within AFSOC.** The majority of AFSOC capabilities development actions are established within the command as a result of the Capabilities-Based Planning (CBP) process IAW current AFPD 90-11, *Planning System*; Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3170.01, *Joint Capabilities Integration & Development System*; and AFPD 10-6, *Capabilities-Based Planning & Requirements Development*. The

SPP generates the command prioritized gap list (PGL). AFSOC capability documents must satisfy capability gaps/shortfalls identified in the PGL, a combat need, lessons learned, safety deficiency, higher HQ direction, and other actions. HQ AFSOC/A5KR is the AFSOC focal point for staffing capabilities documents and will assist Subject Matter Experts (SMEs). HQ AFSOC/A5KR will submit command validated capability documents to the Air Staff and USSOCOM for approval. They will also assist the Air Staff and USSOCOM with AFSOC documents requiring submission to the Joint Staff.

**1.2.1. Strategic Planning Process.** Principle products of the AFSOC SPP are the Prioritized Required Capabilities List (PRCL), the PGL, Decision to Proceed (D2P) direction from the AFSOC Planning Council, and the Commander's annual AFSOC Strategic Vision. Refer to AFSOCI 90-1101, *Strategic Planning Process*, for further information regarding the SPP process. Designated PGL item managers (PGLIM) are responsible for implementing D2P decisions of the AFSOC Planning Council. For D2P decisions to "Proceed to Requirements Development," the PGLIM for a specific capability gap will manage the development of products necessary to define and validate the requirements for a solution to correct that gap.

**1.2.2. JCIDS.** The primary forms of documentation for a potential acquisition program are the Initial Capabilities Document (ICD), the Capability Development Document (CDD), and the Capability Production Document (CPD) described briefly in this document and in more detail in the JCIDS Manual and AFI 10-601, *Operational Capability Requirements Development*. Document formats for an ICD, CDD, and CPD can be found in the JCIDS Manual. Additionally, USSOCOM has incorporated the Program Parameter Change (PPC) and National-to-Theater (N2T) capabilities documents to the overall development and integration system to address SOF peculiar issues. The format for these documents can be found in USSOCOM Directive 71-4, *Special Operations Forces Capabilities Integration and Development System (SOFCIDS)*.

**1.3. Implementation.** Air Force requirements are driven by desired effects and needed capabilities. All stakeholders in the acquisition framework must know why the Air Force needs a particular capability, how and where it will be used, who will use it, when it is needed, and how it will be supported and maintained. For a materiel solution, fielding an operational system starts with sound strategies for concept refinement, requirements development, acquisition and sustainment life cycle management, and test and evaluation (T&E). To be viable, these strategies must be developed in concert and require early and ongoing collaboration among operators, developers, programmers, systems engineers, acquirers, testers, sustainers, and intelligence analysts. No one strategy can stand alone and still be viable, since all are interdependent and require the integration of the others to be effective. Reference DoDI 5000.02, *Operation of the Defense Acquisition System* and AFI 63-101/20-101, *Integrated Life Cycle Management* for additional information.

**1.3.1. Integrated Life Cycle Management.** The purpose of the acquisition and sustainment framework is to efficiently deliver effective (meets the operational, warfighter, requirements) and sustainable operational systems. In concert with developing warfighter requirements, requirements definition balances life cycle cost, schedule and performance (both operational and sustainment). Refer to AFI 63-101/20-101 and AFI 10-601 for additional details.

**1.3.2. Acquisition Categories (ACAT) I, IA, II, III. (DODI 5000.2).** The level of oversight and decision authority for an acquisition program is defined by its ACAT. Refer to Table A3.1. in Attachment 3 for the different ACAT levels.

**1.3.3. Joint Staffing Designators (JSD).** A JSD is assigned to all JCIDS documents by the JS/J8 Gatekeeper, based on the actual/potential ACAT and Joint Staff equities (need for endorsements/certifications, special interest, previous guidance). The JSD sets the document staffing path/timeline and identifies validation authority. The JSD, along with the ACAT level, also provides the basis for determining the level of oversight and decision authority in the analytical efforts supporting the development of operational capability requirements. There are five Joint Staffing Designators: (1) Joint Requirements Oversight Council (JROC) Interest, (2) Joint Capability Board (JCB) Interest, (3) Joint Integration, (4) Joint Information, and (5) Independent (see AFI 10-601, paragraph 5.3. for more detailed information regarding JSDs). JROC Interest and JCB Interest require component level and joint validation, i.e. AFROC followed by the JCB/JROC. Joint Integration, Joint Information and Independent require component level validation only, i.e. AFROC.

**1.4. Capabilities Process Exceptions:** The following processes are exceptions to the guidance within this AFSOC instruction and are provided as information and reference only.

**1.4.1. Air Force Modification Management Process.** The Modification Management Process supports all modifications, safety of flight upgrades, and low-cost upgrades to fielded systems (signed DD Form 250, *Material Inspection and Receiving Report*). Air Force low cost (below \$83.5M procurement or \$18.5M Research, Development, Test, and Evaluation (RDT&E) in Fiscal Year (FY) 2000 constant dollars), temporary, and test modifications to fielded systems are submitted and approved using AF Form 1067 IAW AFSOCI 63-1101. Refer to Attachment 4 for levels of authority and AFSOCI 63-1101 for further information on the modification management process.

**1.4.2. Military Construction (MILCON).** Requests for MILCON are not submitted through the A5KR process. The MILCON process is described in AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*, and USSOCOM Directive 415-1, *Oversight of USSOCOM Military Construction Program*. However, recent changes to USSOCOM processes dictated a change to the AFSOC Corporate Process. In accordance with AFSOC Headquarters Operating Instruction (HOI) 16-501, *AFSOC Corporate Structure Process*, the Director of Installations and Mission Support (HQ AFSOC/A7) will conduct an AFSOC MILCON Board and Council for the purpose of validating Command MILCON requirements for submission to Headquarters Air Force or USSOCOM.

**Note:** Environmental assessments, MILCON, and Operations and Maintenance (O&M) project costs associated with acquisition programs will be funded by the acquisition program when directed by the Annual Planning and Programming Guidance.

**1.4.3. Vehicles.** Commercial-off-the-shelf or government-off-the-shelf vehicle requests are submitted to HQ AFSOC/A4REV IAW AFI 24-302. Unique vehicles requiring developmental efforts will be pursued utilizing the capabilities development process.

**1.4.4. Communication and Information Systems.** In order to assure integrated and interoperable AFSOC Intelligence, Surveillance & Reconnaissance (ISR), air, ground, and Command & Control (C2) systems, requests for modifications or initiatives regarding common defensive or electronic warfare systems, air/ground radio communications ((e.g., radios, satellite communications (SATCOM) systems, waveforms, crypto, data links, message formats, modems, ancillaries, or antennas)), or platform information technology (IT) (e.g. laptops, software, cables) requestors shall coordinate their efforts with the respective HQ AFSOC/A5 and HQ AFSOC/A6 divisions as early as possible prior to proceeding with formal actions. Requests to obtain new non-developmental IT capabilities with total program cost of less than or equal to \$15M are submitted and approved IAW AFSOCI 33-109. IAW AFI 10-601, "MAJCOMs have approval authority for IS solutions with software development costs less than \$15M." Development of new IT systems or IT systems, costing in excess of \$15M, will be pursued utilizing the JCIDS process. IT requirements that exceed funding, basis of issue or manning limits, or Chief Information Officer (CIO) discretion will be validated through the AFSOC Requirements Board and Council before submission to FM for funding.

**2. Service Requirement Contracts.** The contract review process is necessary to ensure that AFSOC refrains from utilizing contracted services unnecessarily. The 3 June 2012 Deputy Secretary of Defense memorandum states "the Department's obligations for all contracted services shall not exceed, in FY 2012 and FY 2013, the total amount requested for the Department for all contracted services in the President's FY 2010 budget submission, excluding contracted services relating to overseas contingency operations, military construction, and research and development." A contracted SR is defined as "a requirement that results in time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply" (DODI 5000.02). AFSOC must continue to take action to comply by adhering to the guidance in Attachment 2.

### **3. AFSOC Requirements Process Responsibilities.**

**3.1. HQ AFSOC/A5/8 Director, Strategic Plans, Programs, and Requirements.** Develops and validates requirements/capability documents, Program Objective Memorandum (POM), Strategic Plans, doctrine, and force structure. The HQ AFSOC A5/8 also provides program oversight of AFSOC weapons systems.

**3.2. HQ AFSOC/A5K Strike/ISR and HQ AFSOC/A5R Mobility Requirements Divisions Chiefs.** HQ AFSOC/A5K and HQ AFSOC/A5R are the primary focal points for AFSOC requirements and represent AFSOC in other MAJCOM, AF, and USSOCOM requirements processes. HQ AFSOC/A5K and HQ AFSOC/A5R are responsible for facilitating and coordinating AFSOC's position for requirements development. HQ AFSOC/A5K and HQ AFSOC/A5R monitor the program execution and evaluates trade-offs in cost, schedule, and performance to ensure warfighter requirements are translated into operational capabilities.

**3.3. HQ AFSOC/A5KR Requirements Branch Chief.** The Branch Chief is the OPR for AFSOC capability documents (e.g., ICDs/CDDs) staffing and consultation in other requirements process activities (e.g., AFSOC Requirements Board/Council, AFROC, SOCREB and JROC). HQ AFSOC/A5KR Branch is responsible for managing accounts for

the Information & Resource Support System (IRSS) and monitoring the Knowledge Management and Decision Support (KM/DS) tool for coordination requiring AFSOC action.

**3.4. HQ AFSOC/A-Staff and Special Staff.** AFSOC Directors will accomplish sponsorship letters for requirements development activities that will resolve capability issues within their functional area which also identifies their functional SME (see paragraph 3.5.). Capability gaps originate from CBA activities and other inputs such as combat, exercises, customer inputs, and lessons learned. Efforts to meet/solve capability gaps listed in the PGL must be sponsored by an AFSOC Director. PGLIMs or other SMEs will facilitate or support events such as meetings, Integrated Process Teams (IPTs), document reviews, and studies. SMEs should be chosen based on expertise and continuity to the process.

**3.5. HQ AFSOC Functional SMEs.** Functional SMEs will initiate document development and write the AF documents via the High Performance Team (HPT) process, to include obtaining required architectures (refer to AFI 10-601, para 3.5 for HPT guidance). They will write SOF documents with component participation as needed (refer to USSOCOM Directive 71-4 for guidance). Both AF and SOF documents will then be presented through the AFSOC corporate process. The functional SME is responsible to assemble IPTs (similar to weapon systems IPTs) with the correct membership, facilitate meetings/IPTs, schedule events, coordinate staff packages and documents, contract for and oversee studies (as required), and coordinate with/among AFSOC and outside organizations. HQ AFSOC/A5KR members can provide assistance to the functional SME leading the IPTs with information regarding requirements processes, Joint Functional Concepts, AF Concept of Operations (CONOPS), SOCOM Principle Core Tasks, and AFSOC Core Missions. The functional SMEs will keep HQ AFSOC/A5KR informed regarding the status of their requirements, briefings to the other requirements forums, coordination of requirements documents, and changes to a requirement.

**3.6. AFSOC Requirements Board.** The AFSOC Requirements Board, chaired by HQ AFSOC/A5K/R, provides a cross-functional division-level review of requirements initiatives. Voting members include: HQ AFSOC/A1, A2, A3/9, A4, A5/8, A6, A7, and FM. Advisors include: AFSOC/CCC, HC, HO, IG, JA, PA, SA, SE, and SG. There are also “As Required” advisors which include the 1 SOW, 24 SOW, 27 SOW, 58 SOW, 193 SOW, 919 SOW, 352 SOG, 353 SOG, and the AFSOAWC. The AFSOC Requirements Board evaluates emerging requirements/capabilities across all AFSOC Mission Areas, ensuring each new capability and permanent modification supports AFSOC long-range plans. The AFSOC Requirements Board recommends approval of a capabilities document or disapproval to the AFSOC Council. The Board may also direct action officers to provide additional information for consideration. A more detailed description of the AFSOC Board can be found in AFSOCI 16-501, *AFSOC Corporate Structure*.

**3.7. AFSOC Requirements Council.** The AFSOC Requirements Council is the director-level forum, chaired by AFSOC/CC/CV (or possibly the DS in the absence of the CC/CV). Voting members include: HQ AFSOC/A1, A2, A3/9, A4, A5/8, A6, A7, and FM. Advisors include: AFSOC/CCC, HC, HO, IG, JA, PA, SA, SE, and SG. There are also “As Required” advisors which include the 1 SOW, 24 SOW, 27 SOW, 58 SOW, 193 SOW, 919 SOW, 352 SOG, 353 SOG, and the AFSOAWC. The AFSOC Requirements Council reviews all AFSOC Board recommendations on requirements/capabilities, contracts, resolutions, and acquisition programs. The AFSOC Requirements Council will recommend

approval/disapproval to the AFSOC/CC. A more detailed description of the AFSOC Requirements Council can be found in AFSOCI 16-501, *AFSOC Corporate Structure*.

**4. AFSOC Capabilities-Based Planning (CBP).** CBP is conducted from a capability perspective, not a systems or mission perspective. The ability to achieve a desired effect under specified standards and conditions through combinations of means and ways across the DOTmLPF-P to perform a set of tasks to execute a specified course of action. AFSOC Capabilities-Based Planning is part of the AFSOC Strategic Planning Process, which incorporates combat needs, lessons learned, and top-down directed initiatives. This results in the publication of the AFSOC PRCL, PGL, Strategic Vision, and Master Plan. Additional capabilities-based analysis may be required for the development of capability documents. AFSOC Wings, Groups, or Headquarters' Directors may also initiate requests for new capabilities. All new capabilities must link to capability gaps identified in the AFSOC PGL.

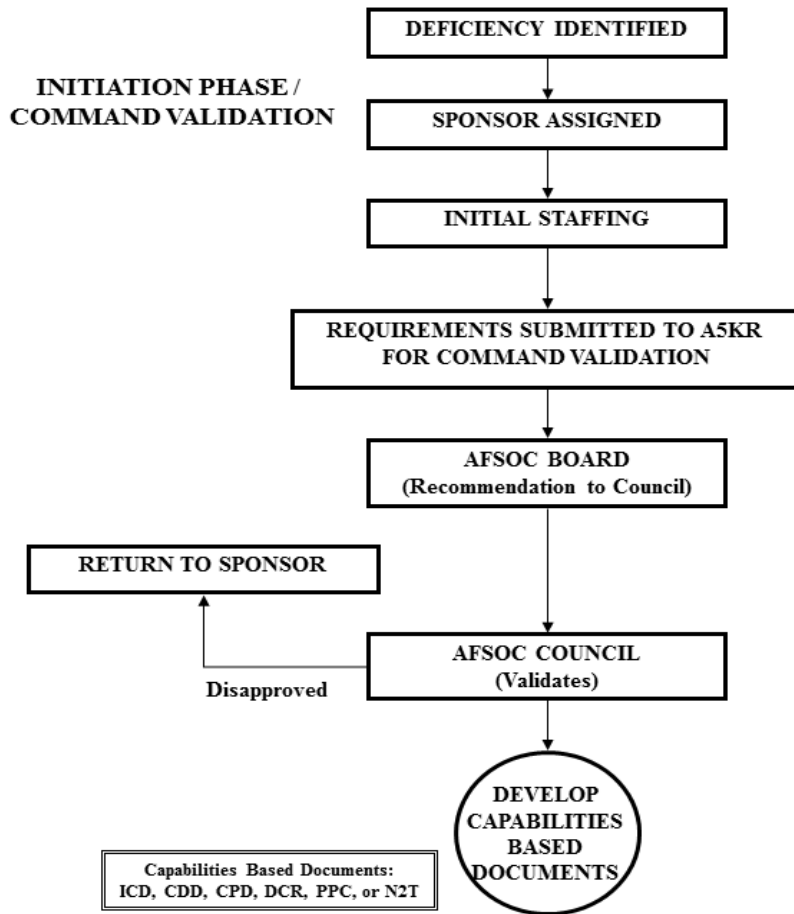
**4.1. Determining Materiel vs. Non-Materiel Capabilities.** Command deficiencies may be satisfied through materiel or non-materiel means. An analysis of the DOTmLPF-P must be accomplished prior to initiating a request for materiel solutions. HQ AFSOC functional SMEs will work directly with HQ AFSOC/A5KR to ensure solutions/concepts are included in the analysis process.

**4.2. Documenting and Developing AFSOC Materiel Capabilities.** Functional SMEs will work closely with HQ AFSOC/A5KR to ensure the capability is ready for initial staffing. This initial staffing will identify potential issues that will arise during capability development. The SME is now ready to present the proposed capability through the AFSOC corporate process for approval.

**4.3. AFSOC Requirements Process.**

**4.3.1. Initial Requirement Validation.** Initial requirement validation is the entry point to the corporate process. HQ AFSOC/A5KR will assist staff officers when the need for an operational capability is identified by functional sponsors or downward directed. The SME will present the issue briefing to the AFSOC Requirements Board and Council for validation and course of action. New materiel capabilities will be briefed, or in exceptional circumstances, processed via electronic staff summary sheet (eSSS) or Task Management Tool (TMT), to the AFSOC Board and Council members for validation. The commander or designee provides approval or further direction to proceed with the development of an operational capability document. Refer to Figure 4.1

Figure 4.1. Initiation Phase/Command Validation.



**4.3.2. Document Development.** The AFSOC Board/Council may direct the development of an ICD, CDD, CPD, PPCs, N2T, or DOTmLPF-P Change Recommendations (DCRs). Refer to AFI 10-601 or USSOCOM Directive 71-4, for document development procedures and the JCIDS Manual for document formats. The AFSOC SME will lead the document development and be responsible for AF, USSOCOM, and Joint Staff validation to include briefing the AFROC and SOCREB.

**4.3.3. Warfighter Urgent Capability Needs.** This process does not adhere to the directed document development referenced above. This is a highly responsive process to field a *short-term* solution to a warfighter's urgent capability need. Warfighter needs are addressed through the use of UONs, JUONs, JEONs, or CMNS. HQ AFSOC/A5KR, through an abbreviated AFSOC Corporate Process, will process the UONs, JUONs, or JEONs to develop a validation position for presentation to the AFROC. HQ AFSOC/A5KR will also process CMNS actions through an abbreviated corporate process for presentation to the USSOCOM Rapid Response Team (RRT) for USSOCOM Vice Commander (VCDR) decision. For more detailed information, see AFI 10-601, Chapter 7 for Urgent Operational Needs or USSOCOM Directive 71-4, Appendix C for CMNS.

**4.3.4. Analysis of Alternatives (AoA).** AoAs, when required, will be briefed to the AFSOC Board and Council prior to entering the AFROC or SOCREB process. Refer to AFI 10-601, Chapter 4, for more detail regarding AoAs and the Office of Aerospace Studies, July 2010, "Analysis of Alternatives (AoA) Handbook: A Practical Guide to Analyses of Alternatives."

**4.3.5. Special Access Programs.** Special access programs will be accomplished IAW the AFSOC corporate process. Board and Council membership will be tailored to include only members with the appropriate clearance and need to know.

**4.3.6. Preliminary Internal AFSOC Document Drafting.** A formal IPT to draft the capabilities document will convene with dedicated personnel who are trained in accordance with paragraph 8. The formal IPT shall be composed of no less than four members, and should not exceed one week in duration. This formal IPT will consist of representatives from each directorate to include architect(s) (HQ AFSOC/A6XX) and SMEs to ensure complete DOTmLPP-P coverage. Respective Directorates will identify and provide team members who are readily available for participation in document development on a routine basis. The result of this IPT will be a draft document and briefing slides to conduct an AF Requirements Strategy Review (RSR), or to perform initial SOF coordination.

#### **4.4. Document Drafting and Staffing.**

**4.4.1. Air Force.** An RSR is required prior to finalizing a draft Air Force capabilities document per AF/A5RP policy. The RSR is requested through HQ AFSOC/A5 using the format provided by HQ AFSOC/A5KR. The JCIDS Manual and AFI 10-601 provide direction for the drafting and coordination of documents. The process repeats itself for each document.

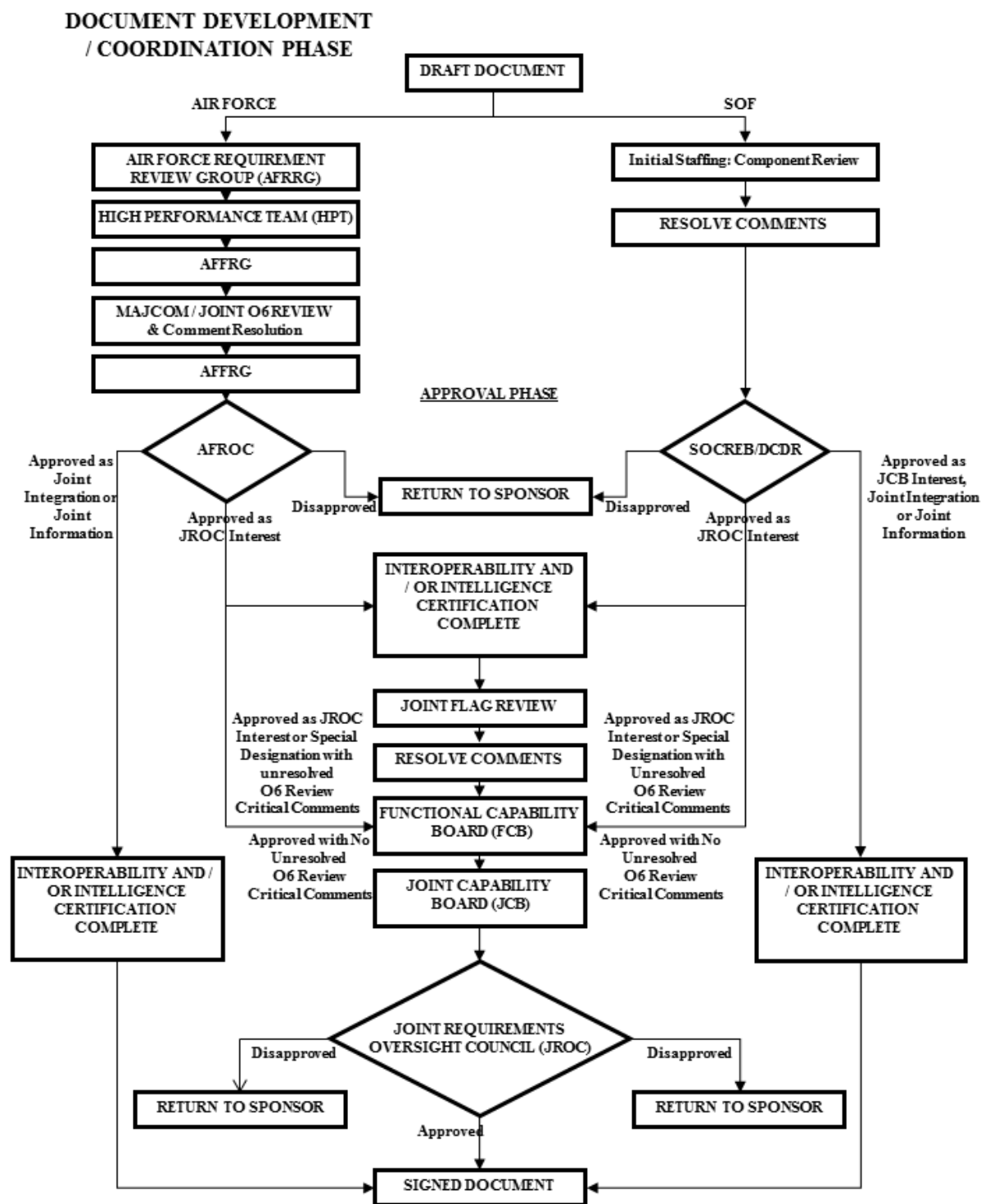
**4.4.2. USSOCOM.** SOF capability documents are developed individually or with participation from other SOF components IAW USSOCOM Directive 71-4. There are SOF peculiar capability documents to include a PPC and CMNS which do not exist in the JCIDS Manual or AFI 10-601 and can only be found in USSOCOM Directive 71-4.

**4.5. Review and Comment.** HQ AFSOC/A5KR staffs draft documents to AFSOC, AF, or USSOCOM agencies for review and comment. Upon receipt of comments, HQ AFSOC/A5KR will disseminate comments to the appropriate SME for resolution. The SME will provide rationale for rejected or partially incorporated comments. The SME will attempt to resolve all critical comments and address others. Critical comments should be resolved at

the lowest possible level. The method, point of contact (POC), and date of resolution must be documented in the Comment Resolution Matrix (CRM) (e.g., "via telephone with Maj Smith on [xx] date"). Unresolved critical comments will be elevated to a higher authority for resolution. (**Note:** Failure to resolve critical comments is cause for non-concurrence on the final document.) HQ AFSOC/A5KR will forward the revised document and resolved comments to HQ AF/A5RP or USSOCOM SORR-J8-R.

**4.6. Formal Approval.** Documents must be validated by the AFSOC Corporate Process and approved by the commander/designee prior to proceeding to the AFROC or SOCREB. HQ AFSOC/A5KR supports the AFSOC/CC in finalizing draft documents prior to the AFROC and SOCREB (e.g., preparing briefings, updating and gathering background data, and identifying AFSOC policy and process concerns). AFI 10-601 and the AFROC Charter describe AFROC procedures. USSOCOM Directive 71-4 describes SOCREB procedures. AFROC and USSOCOM approved documents are entered into the Joint Staff/JROC process IAW CJCSI 3170.01 and the JROC Administrative Guide. Refer to Figure 4.2 for a representation of the dual processes.

Figure 4.2. Document Development/Coordination Phase.



## **5. Changes to Previously Validated Documents with AFSOC Requirements.**

**5.1. Major Changes.** Changes to CDD/CPD Key Performance Parameters (KPPs) or changes that drive resource commitments, to include Basis of Issue Plan (BOIP), will be processed through the AFSOC Requirements Board and Council. Approved documents are vetted through the AFROC or SOCREB, as appropriate. AFROC approved documents with a JSD of JROC Interest or JCB Interest must be vetted through the JROC process per CJCSI 3170.01. SOCREB approved documents with a JSD of JROC Interest must be vetted through the JROC process per CJCSI 3170.01.

**5.2. Minor Changes.** Changes to Key System Attributes (KSAs), Other System Attributes (OSA), threat obsolescence, or administrative updates may be approved by HQ AFSOC/A5KR and forwarded to HQ AF/A5RPD or USSOCOM SORR-J8-R.

**6. AFSOC Staffing of Other Joint, Air Force and SOF Requirements Documents.** HQ AFSOC/A5KR is responsible for receipt, AFSOC staffing and coordination, and filing of other Joint, Air Force, and SOF requirements documents (i.e., ICDs, CDDs, and CPDs). When HQ AFSOC/A5KR receives documents originating from other activities, it will staff them to the appropriate AFSOC directorates for comment/review, consolidate comments, and submit an approved AFSOC response. HQ AFSOC/A5KR will also record requirement status and indicate if there is AFSOC impact. AFSOC requirements may be included in other organizational documents during this staffing process. If AFSOC requirements are to be included, the appropriate SME will prepare a presentation to the Board and Council for command validation.

**6.1. Follow-on Coordination/Flag Review.** Upon receipt of a final draft requirements document for coordination, HQ AFSOC/A5KR will provide previously submitted comments to the originator of the comment to determine if AFSOC concerns were addressed. If there is no AFSOC impact and all critical/substantive comments were reconciled, HQ AFSOC/A5KR will return concurrence to the owner of the document. If all critical comments were not reconciled, HQ AFSOC/A5KR will elevate the issues for resolution. If issues are not resolved, HQ AFSOC/A5KR will return non-concurrence to the originator.

**6.2. AFSOC Representation at Other Requirements Forums.** HQ AFSOC/A5KR will represent AFSOC at the SOCREB and the AFROC as appropriate.

**6.3. Co-sponsorship of Multi-Agency Requirements.** When other commands or agencies (e.g., National Aeronautics and Space Administration, National Laboratory, or Research Center) request AFSOC to co-sponsor a requirement, the designated SME will provide a coordinated AFSOC response approved by the AFSOC Requirements Board and Council. The designated lead operating command will accomplish AF and Air Staff coordination.

**7. Information & Resource Support System (IRSS) and Knowledge Management and Decision Support (KM/DS) Tools.** Automated support tools are used for the coordination and archiving of requirements and related documents. IRSS is the automated system used throughout the AF as a repository of documents in electronic format and supports the AF capability development and integration process. It provides access to Air Force requirements documentation and assists in tracking and staffing requirements documents. HQ AFSOC/A5KR is the AFSOC IRSS manager for requirements, and provides users with system information and access. KM/DS is the Joint Staff database for requirements processing.

## **8. Training.**

8.1. **Requirements Manager Certification Training (RMCT).** The following guidance outlines the implementation of the AF RMCT Program.

8.2. **Accountability.** IAW JCIDS Manual guidance, all DOD organizations are accountable for ensuring the responsibility for JCIDS documents rests only with fully trained personnel, especially document content POCs and validation authorities.

8.3. **Training and Certification Timeline.** Failure to complete the certification training will preclude individuals from participating in the requirements process until training is completed.

8.3.1. **Orientation Briefing:** Completed within first 30 days (standard briefing developed and maintained by AF/A5R-P to be used by all AF organizations).

8.3.2. **Defense Acquisition University (DAU) Courses.** DAU course(s), IAW JCIDS Manual, Enclosure H.

8.3.3. **REQ 111 Course.** Req 111 course (select positions) within the first 6-12 months, as available.

8.4. **Core “Plus” Training.** Highly recommended as “additional training” for Level B and Level C positions (as determined by the organization). These courses provide more detail to specific topics of interest.

8.4.1. **DAU.** CLR 151, Analysis of Alternatives.

8.4.2. **DAU.** CLR 250, Capabilities-Based Assessments.

8.4.3. **DAU.** CLR 252, Developing Requirements (KPP and KSA).

8.4.4. **DAU.** ACQ 101, Fundamentals of Systems Acquisition Management.

8.4.5. **Air Force Institute of Technology (AFIT).** SYS 112, Systems Requirements Document (SRD) Development Course.

ALBERT M. ELTON II, Brigadier General, USAF  
Director, Strategic Plans, Programs, and  
Requirements

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-601, *Operational Requirements Development*, 6 November 2013

AFI 14-111, *Intelligence Support to the Acquisition Life-Cycle*, 18 May 2012

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 33-401, *Air Force Architecting*, 17 May 2011

AFI 63-101, *Integrated Life Cycle Management-Acquisition/Logistics*, 7 March 2013

AFI 63-107, *Integrated Product Support Planning and Assessment*, 17 April 2009

AFI 63-114, *Quick Reaction Capability Process*, 4 January 2011

AFSOCI 16-501, *AFSOC Corporate Structure Process*, 19 November 2012

AFSOCI 11-207, *AFSOC Weapons & Tactics Program*, 16 August 2012

AFSOCI 63-1101, *AFSOC Modification Management*, 18 May 2006

AFPD 10-6, *Capabilities Requirements Development*, 6 November 2013

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007

AFPD 33-1, *Cyberspace Support*, 9 August 2012

AFPD 63-1, *Integrated Life-Cycle Management*, 3 July 2012

*Analysis of Alternatives (AoA) Handbook: A Practical Guide to AoAs*, July 2010

CJCSI 3170.01, *Joint Capabilities Integration and Development System*, 10 June 2012

CJCSI 3312.01, *Joint Military Intelligence Requirements Certification*, 10 June 2010

CJCSI 6212.01, *Net Ready Key Performance Parameter (NR KPP)*, 21 March 2012

CJCSI 3180.01, *Joint Requirements Oversight Council (JROC) Programmatic Processes for Joint Experimentation and Joint Resource Change Recommendations*, 31 October 2002

DODD 5000.1, *The Defense Acquisition System*, 12 May 2003

DODI 5000.2, *Operation of the Defense Acquisition System*, 25 November 2013

DODD 8000.1, *Management of the Department of Defense Information Enterprise*, 10 February 2009

JCIDS Manual, *Operation of the Joint Capabilities Integration and Development System*, 19 January 2012

USSOCOM Directive 71-4, *Special Operations Forces (SOF) Capabilities Integration and Development System (CIDS)*, 10 May 2012

***Prescribed Forms***

No forms are prescribed in this publication.

***Adopted Forms***

DD Form 250, *Material Inspection and Receiving Report*

AF Form 616, *Fund Cite Authorization*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1067, *Modification Proposal*

***Abbreviations and Acronyms***

**ACAT**—Acquisition Category

**ADM**—Acquisition Decision Memorandum

**AF**—Air Force

**AFI**—Air Force Instruction

**AFIT**—Air Force Institute of Technology

**AFL2P**—Air Force Lessons Learned Program

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**AFSOC**—Air Force Special Operations Command

**AFSOI**—Air Force Special Operations Command Instruction

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFROC**—Air Force Requirements Oversight Council

**ANG**—Air National Guard

**AoA**—Analysis of Alternatives

**ASD**—Assistant Secretary of Defense

**ATD**—Advanced Technology Demonstration

**BOIP**—Basis of Issue Plan

**C2**—Command and Control

**CAE**—Component Acquisition Executive

**CBA**—Capabilities-Based Assessments

**CBP**—Capabilities-Based Planning

**CDD**—Capabilities Development Document

**CFLI**—Core Function Lead Integrator

**CFMP**—Core Function Master Plan

**CIO**—Chief Information Officer

**CJCS**—Chairman of the Joint Chiefs of Staff  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**CMNS**—Combat-Mission Needs Statement  
**CONOPS**—Concept of Operations  
**COR**—Contracting Officer’s Representative  
**CPD**—Capabilities Production Document  
**CRB**—Configuration Review Board  
**CRM**—Comment Resolution Matrix  
**CSAF**—Chief of Staff of the Air Force  
**D2P**—Decision to Proceed  
**DAU**—Defense Acquisition University  
**DCR**—DOTmLPF-P Change Recommendation  
**DHP**—Defense Health Program  
**DOD**—Department of Defense  
**DOTmLPF**—P—Doctrine, Organization, Training, materiel, Leadership and Education, Personnel, Facilities, and Policy (Where “m” is non-developmental materiel)  
**eSSS**—electronic Staff Summary Sheet  
**FCB**—Functional Capability Board  
**FCC**—Flagship Capability Concept  
**FY**—Fiscal Year  
**GPC**—Government Purchase Card  
**HOI**—Headquarters Operating Instruction  
**HPT**—High Performance Team  
**IAW**—In Accordance With  
**IS**—Information Systems  
**IT**—Information Technology  
**KPP**—Key Performance Parameter  
**KSA**—Key System Attribute  
**ICD**—Initial Capabilities Document  
**IPT**—Integrated Product Team  
**IRSS**—Information & Resource Support System  
**ISR**—Intelligence, Surveillance, and Reconnaissance  
**JCB**—Joint Capability Board

**JCIDS**—Joint Capabilities Integration and Development System

**JCTD**—Joint Capability Technology Demonstration

**JEON**—Joint Emergent Operational Need

**JLLP**—Joint Lessons Learned Program

**JROC**—Joint Requirements Oversight Council

**JSD**—Joint Staffing Designator

**JUON**—Joint Urgent Operational Need

**KM/DS**—Knowledge Management and Decision Support Tools

**MAIS**—Major Automated Information System

**MAJCOM**—Major Command

**MDA**—Milestone Decision Authority

**MDAP**—Major Defense Acquisition Program

**MIPR**—Military Interdepartmental Purchase Request

**N2T**—National-to-Theater

**O&M**—Operations and Maintenance

**OPR**—Office of Primary Responsibility

**ORD**—Operational Requirements Document

**POC**—Point of Contact

**POM**—Program Objective Memorandum

**PGL**—Prioritized Gap List

**PGLIM**—PGL Item Manager

**PPC**—Program Parameter Change

**PRCL**—Prioritized Required Capability List

**RDS**—Records Disposition Schedule

**RDTE**—Research, Development, Test, and Evaluation

**RMCT**—Requirements Manager Certification Training

**RRT**—Rapid Response Team

**RSR**—Requirements Strategy Review

**S&T**—Science and Technology

**SATCOM**—Satellite Communications

**SME**—Subject Matter Expert

**SOCREB**—Special Operations Command Requirements Evaluation Board

**SO—P**—Special Operations-Peculiar

**SOF**—Special Operations Forces

**SOFCIDS**—Special Operations Forces Capabilities Integration and Development System

**SPP**—Strategic Planning Process

**SR**—Service Requirement

**SRD**—Systems Requirements Document

**T&E**—Test and Evaluation

**TMT**—Task Management Tool

**UON**—Urgent Operational Need

**USSOCOM**—United States Special Operations Command

**VCDR**—Vice Commander

## Attachment 2

### SERVICE REQUIREMENT BUSINESS RULES

**A2.1. Purpose.** The purpose of the AFSOC Service Requirement Business Rules is to validate service requirements and to ensure they are incorporated into AFSOC's portfolio. It is also to facilitate compliance with AFI 63-138, Acquisition of Services, dated 21 May 2013 and the command's Memorandum of Agreement with the Air Force Installation Contracting Agency (AFICA) dated 20 Feb 2014.

**A2.2. Service Requirement.** A service requirement is defined as "a requirement that results in time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply" (DODI 5000.02). It encompasses a broad range of contracted requirements such as advisory services, studies, training, weapons system sustainment, base operating support, and other activities executed using contracted labor. Notwithstanding compelling, mission-driven demands for contract services or prior decisions such as A-76 outsourcing and lifecycle systems sustainment concept, contract services must be exercised efficiently. It is imperative that the requiring activity engage with its respective contracting office early in the development stage for acquisition strategy and to ensure timely and proper execution (T-2). Your contracting officer will advise of the necessary documents required for contract execution. For assistance please call Mr. Jeff Lowman, AFICA/KO, 850-884-2022, email: [jeffrey.lowman@us.af.mil](mailto:jeffrey.lowman@us.af.mil)

A2.2.1. All SR requests utilizing AFSOC's obligation authority, to include Military Interdepartmental Purchase Requests (MIPRs), but excluding Government Purchase Card (GPC) must go through AFSOC's administrative process each year, regardless of option year, for review, validation/approval and database update. Contracts valued up to \$500K will be approved at the Wing level, but are still required to complete the administrative process through HQ AFSOC/A5K for validation and database update. All SR requests from either HQ, Wings, or Groups WILL NOT be executed or funded by contracting/HQ AFSOC/FM without an HQ AFSOC/A5K or AFSOC/CC Validation Memo.

A2.2.2. **Emergency Contracts.** Advanced approval is not required in the event of an emergency requirement. However, the requirement must be reported to HQ AFSOC/A5KR as soon as possible, preferably within 30 days of contract award (T-2). If a requirement has historically required additional modifications for unknown situations, the initial data input must identify a request for a pre-approved cap/ceiling to execute without additional approvals. Be as specific as possible with the details that support why the requested cap is necessary. Furthermore, the original requestor must provide updated information pertaining to the initial data inputs upon execution of the modifications to reflect the actual spending to date.

**A2.3. Contract Categorization.** Contracts will be categorized as discretionary or non-discretionary by the AFSOC Board/Council at the first option year approval and will be assigned a ranking. Ranking of Discretionary contracts will be: 1 - critical (Indispensable), 2 - essential (Necessary), and 3 - desired (Nice to Have) (T-2). These categorizations will be reviewed semi-annually or as additional cuts are necessary.

A2.3.1. Non-Discretionary—contains contracts that were the result of an acquisition decision memorandum (ADM), represents a safety/security concern or must pay type of contract.

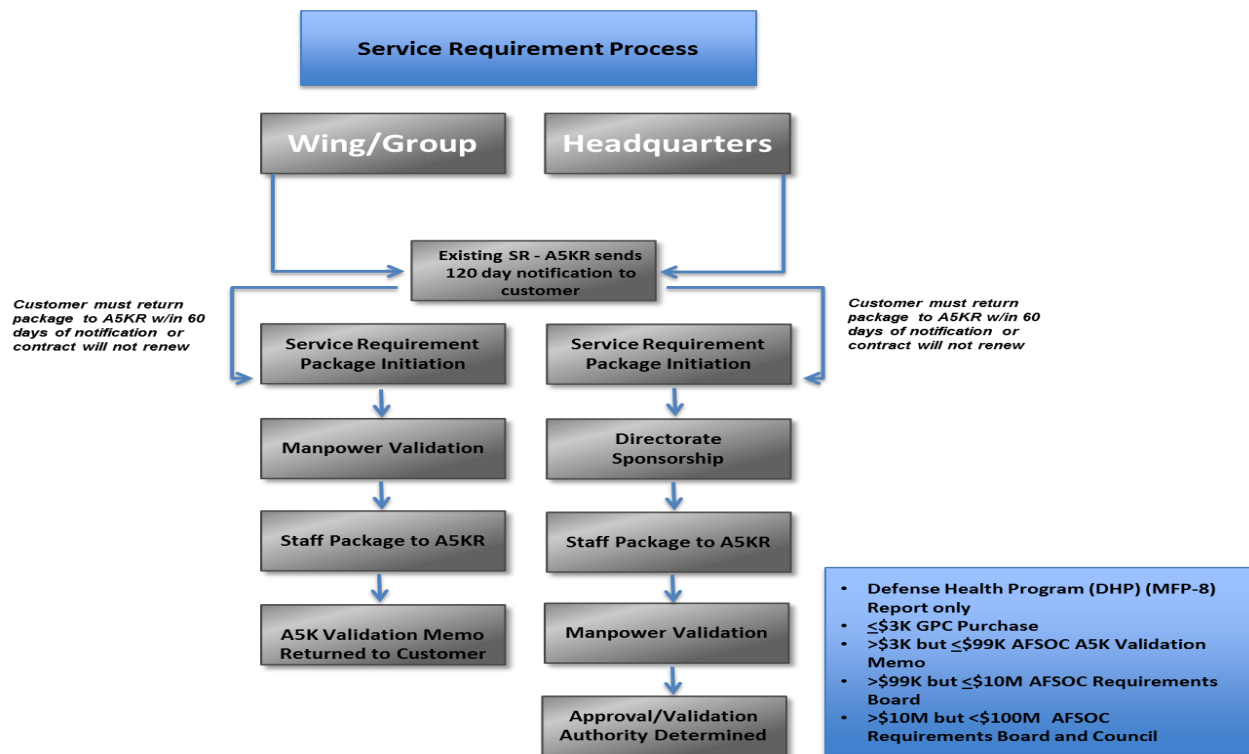
A2.3.2. Discretionary—All other contracts that are not considered critical, or must pay, to the AFSOC mission.

#### A2.4. Service Requirement Request and Approval Process. (see Figure A2.1)

A2.4.1. **New Requirement.** The requiring office (e.g. HQ AFSOC/A3, 27 SOFSS) will contact HQ AFSOC/A5KR to begin the contract request process (T-2). Acquisition procedures and timelines will vary depending on the type and dollar value of the acquisition. The required delivery date must include the time required to process documents and obtain necessary approvals.

A2.4.2. **Existing Requirement (Renewal).** HQ AFSOC/A5KR will notify the requiring organization POC 120 days prior to renewal to begin the corporate process. The requiring office will complete the required documents within 60 days of notification for the SR request package (T-2). The 120-day requirement is based on contracting guidance denoted in FAR 52.217-9 wherein “the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires.” **The request will be cancelled if not received by the 60 day point.**

Figure A2.1. Service Requirement Process.



#### A2.5. Documents Required.

##### A2.5.1. HQ Documents.

A2.5.1.1. Manpower validation form (*HQ/AIM must validate A2, A3/9, A4, A5/8, A6, A7, FM, AFSAWC and all Board/Council SR requests*)

A2.5.1.2. Performance Work Statement.

A2.5.1.3. SR Quad Chart (see Figures A2.2.A. & B.). (AFSOC Requirement Board/Council slides by exception only).

A2.5.1.4. AFSOC/CC Approval memo.

A2.5.1.5. Other requested supporting material. (The Market Research Form, Justification Worksheet, and the Contracting Officer's Representative (COR) Appointment Letter are examples of other materials that are not required for approval and validation but may still be necessary for contracting offices.)

#### **A2.5.2. Wing Documents.**

A2.5.2.1. Manpower validation form (*Respective Wing Manpower offices must validate SR Requests for 24 SOW, 27 SOW, 1 SOW, 352nd SOG, 353rd SOG, 919th SOW, and 193rd ANG*)(T-2).

A2.5.2.2. Performance Work Statement.

A2.5.2.3. SR Quad Chart (see Figures A2.2.A. & B.).

A2.5.2.4. Wing/CC Authorization memo.

A2.5.2.5. Other requested supporting material. (Market Research Form, Justification Worksheet, and the COR Appointment Letter are examples of other materials that are not required for approval and validation but may still be necessary for contracting offices.)

**Note:** Wing Delegated SR requests must route their SR package through their respective wing for approval prior to submission to HQ AFSOC/A5KR for HQ AFSOC/A5K validation (T-2).

#### **A2.5.3. HQ SR for Board/Council.**

A2.5.3.1. SR package initiation (items A2.5.1.1. through A2.5.1.4. above in HQ Documents section).

A2.5.3.2. Requires directorate sponsorship prior to official submission into HQ AFSOC/A5KR.

A2.5.3.3. HQ AFSOC/A1M requires 10 days for review (requests will be sponsored by HQ AFSOC/A5KR into HQ AFSOC/A1M for validation).

A2.5.3.4. After the AFSOC Requirements Board, the SR request is scheduled for the AFSOC Requirements Council.

A2.5.3.5. The AFSOC/CC will either approve or disapprove the request.

#### **A2.5.4. Wing Delegated SR.**

A2.5.4.1. SR package initiation (Items A2.5.2.1. through A2.5.2.4. above in Wing Documents section).

A2.5.4.2. Wing Manpower validation form (must have Wing/Group CC, or designated official, concurrence) (T-2).

A2.5.4.3. Completed SR package forwarded to HQ AFSOC/A5KR for validation.


A2.5.4.4. Signed Wing Delegated AFSOC/CC or HQ AFSOC/A5K SR Validation memo is returned to requesting office and Wing/Group command staff.

A2.5.4.5. SR Validation memo forwarded to contracting for action/execution.

**A2.5.5. All SR requests from either HQ, Wings, or Groups WILL NOT be executed or funded by contracting/FM without an A5K or AFSOC/CC Validation Memo.**



Figure A2.2.A. SR Quad Chart (front).

**UNCLASSIFIED**



**Contract Title**

*(New, Renewal, Renewal with Mod, DHP, MIPR)*





<u>Contract Overview</u>	<u>Capability Description</u>
<ul style="list-style-type: none"> <li>▪ <b>Contract Number/Task Order:</b> FAxxxxx-xx-X-xxxx/xxxx</li> <li>▪ <b>Period of Performance:</b> Contract Dates; i.e. XX Xxx XX to XX Xxx XX (requested current option year only)</li> <li>▪ <b>Requiring Activity Organization:</b> AFSOC/AXX</li> <li>▪ <b>Requiring Org POC:</b> Name of requiring Org POC, DSN Phone and email address</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Short Description:</b> What does the contract provide today, at what location will duties be performed</li> </ul>
<u>Purpose</u>	<u>Capability Description Cont.</u>
<ul style="list-style-type: none"> <li>▪ <b>The AFSOC/CV approve renewal of XX contractors/FTE:</b> The number of contractors requested, contractor name, and the type of service or capability they will provide</li> <li>▪ <b>Current Requested Year Cost:</b></li> <li>▪ <b>Previous Year Cost:</b></li> <li>▪ <b>Funding Type / Source/ Appropriation Type:</b> MFP-4, MFP-11, etc./ Baseline, OCO, UFR, etc./O&amp;M, Proc, etc.</li> <li>▪ <b>Banding Category:</b> 1 (Indispensable), 2 (Necessary), or 3 (Desired)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Remarks:</b> List and previous/current year remarks or suggested due outs</li> <li>▪ <b>Where are we going:</b> Describe what we want to do with this contract. Bridging strategy, interim solution or phased approach</li> <li>▪ <b>What is the endstate:</b> Describe final solution for contract. Include a sunset statement with end-state. I.E.: AFSOC/AXX will convert the contractors to civil service or military using a phased approach 2 contractors per year starting in FYXX with completion in FYXX</li> </ul>

**UNCLASSIFIED**


Figure A2.2.B. SR Quad Chart (back).

**UNCLASSIFIED**



## Contract Title

(New, Renewal, Renewal with Mod, DHP, MIPR)



<b>Resource Sponsor</b>	AFSOC, SOCOM, etc	<b>What is this supporting</b>	IT, Other
<b>Component</b>	AFSOC, SOCOM, AETC, etc.	<b>Contract Category</b>	Wing, HQ, Board/Council, DHP
<b>Intended Contract Vehicle</b>	SITEC, SETA IV, etc.	<b>Recurring Contract</b>	Yes/No
<b>Intended Contract Type</b>	Firm Fixed Price, Cost Plus Award, etc	<b>Renewal Date</b>	Date contract is approved for renewal
<b>Product Service Code</b>		<b>FM Remarks (FC/RCCC/EEIC/Obj Class)</b>	FC/RCCC/EEIC/Obj Class is obtained by FM
<b>Product Service Code 4 digit</b>		<b>Discretionary/Ranking</b>	Discretionary/Non - Discretionary, 1-Critical, 2-Essential, 3-Desired
<b>Service Category</b>	Facility, Equipment, Knowledge, Electronic & Communication, Medical	<b>Additional Remarks</b>	

## Attachment 3

## ACQUISITION CATEGORIES

**A3.1. Acquisition Categories (ACAT) I, IA, II, III. (DODI 5000.2).** The level of oversight and decision authority for an acquisition program is defined by its ACAT. ACATs are identified in Table A3.1.

**Table A3.1. Acquisition Categories (ACAT).**

Acquisition Category	Reason for ACAT Designation	Decision Authority
ACAT I	<ul style="list-style-type: none"> <li>- Major Defense Acquisition Program (MDAP) <ul style="list-style-type: none"> <li>-- RDT&amp;E over \$480 million in FY2014 constant dollars</li> <li>-- Procurement over \$2.79 billion in FY 2014 constant dollars</li> <li>-- Milestone Decision Authority (MDA) designation</li> </ul> </li> <li>- MDA designation as special interest</li> </ul>	ACAT ID: USD (AT&L) ACAT IC: Head of the DOD Component or, if delegated, the DOD Component Acquisition Executive (CAE)
ACAT IA	<ul style="list-style-type: none"> <li>- Major Automated Information System (MAIS) annually \$40 million in FY 2014 constant dollars</li> <li>- \$165 million in FY 2014 constant dollars total</li> <li>- \$520 million in FY 2014 constant dollars life-cycle costs</li> <li>- MDA designation as special interest</li> </ul>	ACAT IAM: Assistant Secretary of Defense (ASD)(C3I)/DOD Chief Information Officer (CIO) ACAT IAC: CAE as delegated by the DOD CIO
ACAT II	<ul style="list-style-type: none"> <li>- Does not meet criteria for ACAT I</li> <li>- Major system RDT&amp;E \$185 million in FY 2014 constant dollars</li> <li>- Procurement of \$835 million in FY 2014 constant dollars</li> <li>- MDA designation</li> </ul>	CAE or the individual designated by the CAE
ACAT III	<ul style="list-style-type: none"> <li>- Does not meet criteria for ACAT II or above</li> <li>- AIS that is not a MAIS</li> </ul>	Designated by the CAE

**Note:** See DODI 5000.02, 25 November 2013, **Table 1, Description and Decision Authority for ACAT I-III Programs**, for additional descriptive information

## Attachment 4

## MODIFICATIONS – LEVELS OF AUTHORITY

Table A4.1. Modifications – Levels of Authority.

Configuration Review Board (CRB)	≤ \$1,000,000.00
AFSOC Requirements Board	>\$1,000,000.00 and ≤ \$10,000,000.00
AFSOC Requirements Council	> \$10,000,000.00 and ≤ \$50,000,000.00
AF/A5R	> \$50,000,000.00 and ≤ \$100,000,000.00
AFROC/ VCSAF	More than \$100,000,000.00*
<p><b>*Note:</b> IF validated as Permanent mod for “New Capability” AND less than 10% of ACAT II minimums (RDT&amp;E and Procurement per DODI 5000.02) THEN use AF Form 1067, <i>Modification Proposal</i>, and include a KPP/KSA table. Otherwise, submit a new JCIDS Document(s) for appropriate validation.</p>	